

Davis County COG Program Year 2007

CDBG Rating and Ranking Criteria and Applicant's Score Sheet

Applicant: _____

Ranking: _____ of _____

Requested CDBG\$ _____

Total Score: _____

CRITERIA	POINT IDENTIFICATION
1. CAPACITY OF PROJECT MANAGER TO CARRY OUT THE GRANT (10 POINT MAX)	<input type="checkbox"/> 10 Points - Previous grant administration has been very successful. <input type="checkbox"/> 7 Points - Previous grant administration has been successful. <input type="checkbox"/> 5 Points - Previous grant administration has been moderately successful. <input type="checkbox"/> 3 Points - Unsuccessful grant administration in the past, but can show improvement through documentation of other contracts.
2. JOB CREATION, RETENTION/TRAINING (20 POINT MAX)	<input type="checkbox"/> 2 Points for every permanent job created. <input type="checkbox"/> 1/2 Point for every job skills/training created.
3. IMPROVEMENT TO OR EXPANSION OF HOUSING STOCK, NEW HOUSING UNITS CONSTRUCTED, REHABILITATED, OR MADE ACCESSIBLE TO LMI RESIDENTS (20 POINT MAX)	<input type="checkbox"/> 2 Points for every housing unit improved, created, rehabilitated, or made accessible.
4. MODERATE INCOME HOUSING PLAN IMPLEMENTATION (7 POINT MAX)	<input type="checkbox"/> 7 Points - Adopted a Moderate Income Housing Plan and this project addresses an element of that plan. <input type="checkbox"/> 3 Points - Adopted a Moderate Income Housing Plan, but this project is not addressed in the plan.
5. TO WHAT EXTENT DOES THE PROJECT MEET ONE OF THE NATIONAL OBJECTIVES?	
A. LMI BENEFIT AT LEAST 51% OF THE BENEFICIARIES HAVE A HOUSEHOLD INCOME THAT IS AT OR BELOW THE COUNTY MEDIAN INCOME (ADDITIONAL POINTS GIVEN TO VERY LOW AND EXTREMELY LOW INCOME BENEFICIARIES). <ul style="list-style-type: none"> • <u>Moderate</u>- families with household incomes that are <u>80% or less</u> than the county median income. • <u>Low</u>- families with household incomes that are <u>50% or less</u> than the county median income. • <u>Very Low</u>- families with household incomes that are <u>30% or less</u> than the county median income. 	<input type="checkbox"/> <u>Moderate</u> Income: _____% x 20 Points <input type="checkbox"/> <u>Low</u> Income: _____% x 40 Points <input type="checkbox"/> <u>Very Low</u> Income: _____% x 80 Points <input type="checkbox"/> "Presumed" LMI Beneficiaries: _____% x 45 Points (Project specifically serves CDBG presumed LMI persons, i.e. abused children, battered spouses, migrant farm workers, elderly (62+), illiterate, homeless, persons living with AIDS, severely disabled) Total Points: _____ (round up to whole number)
B. ELIMINATION OF SLUM OR BLIGHT	<input type="checkbox"/> 10 Points awarded to any project in this category.
C. URGENT HEALTH AND WELFARE NEEDS	<input type="checkbox"/> 10 Points awarded to any project in this category.

<p>6. MATCHING DOLLAR CONTRIBUTION (12 POINT MAX)</p> <p>MATCHING DOLLAR CONTRIBUTIONS WILL ONLY BE CONSIDERED FOR THE CDBG PROJECT IDENTIFIED IN THE PRE-APPLICATION; THEY WILL NOT BE CONSIDERED WHEN PART OF THE COSTS/PROFITS OF THE ENTIRE PROGRAM.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> 12 Points- Greater than 75% matching dollar contribution <input type="checkbox"/> 9 Points- 51 to 74% matching dollar contribution <input type="checkbox"/> 6 Points- 26 to 50% matching dollar contribution <input type="checkbox"/> 3 Points- 0 to 25% matching dollar contribution
<p>7. PROJECT MATURITY/ APPLICATION QUALITY (6 POINT MAX DEDUCTIONS)</p> <p>ALL PROJECTS ARE EXPECTED TO SUBMIT THE MINIMUM APPLICABLE REQUIRED ELEMENTS. POINTS MAY BE DEDUCTED FOR LACKING APPLICATIONS.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> -1 Point- Detailed scope of work. <input type="checkbox"/> -1 Point- If Construction Project, (1) procurement of engineer or architect, (2) detailed engineer/architect's cost estimate, (3) site plan, (4) map of area. <input type="checkbox"/> -1 Point- If Non-Construction Project, (1) detailed cost estimate, (2) map of area, (3) pictures. <input type="checkbox"/> -1 Point- Ready to proceed immediately. <input type="checkbox"/> -1 Point- Matching funds have not been committed/secured. <input type="checkbox"/> -1 Point- Project manager is assigned and has played a major role in the preparation of the application (Name: _____)
<p>8. QUALITY GROWTH PRINCIPLES (10 POINT MAX)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> 5 Points- Project is consistent with the county consolidated plan and is recognized as a Utah Quality Growth community. <input type="checkbox"/> 2 Points- A demonstration of community plans that coordinate and cooperates with other governments for planning and land-use. <input type="checkbox"/> 2 Points- Efficient infrastructure development including water and energy conservation methods. <input type="checkbox"/> 2 Points- Housing opportunity and affordability has been incorporated into community planning. <input type="checkbox"/> 2 Points- Community incorporates protection and conservation of water, air, critical lands, important agricultural lands, and historic resources.
<p>9. OVERALL BENEFIT (4 POINT MAX)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> 2 Points- Projects that have a positive impact outside the immediate neighborhood or community in which they are located. <input type="checkbox"/> 2 Points- Project supports existing activities, part of a larger picture, overall plan.

CDBG Rating and Ranking Application Instructions

1. CAPACITY OF GRANTEE TO CARRY OUT THE GRANT

Poorly administered grants in the past must show improved administration capabilities through third party administration contracts to get partial credit. In order to receive new funding, previous grantees must have drawn down at least 50% of their prior years CDBG grant funds at the time of COG rating and ranking.

2. JOB CREATION/TRAINING

Credit will be given to projects that create or retain jobs, and/ or job skills for Low to Moderate Income persons, 51% of jobs created have to be available to LMI persons.

- A permanent job is considered to be any 30-hour per week entry-level position that lasts at least 50 weeks. This position must pay at least 1.5 times the minimum wage (including benefits) and would be eligible to any low to moderate-income person with or without a high school degree.
- Job skills' training is an activity that prepares any person for a job. The project or applicant must spend 5% of their budget or staff time devoted specifically to teaching persons of low to moderate income this skill. If credit is being requested for both job and social skills training the applicant must spend 10% of their budget or staff time.
- Social skills' training is an activity that incorporates social skills training to prepare a person for a job. The project or applicant must spend 5% of their budget or staff time devoted specifically to teaching persons of low to moderate income this skill. If credit is being requested for both job and social skills training the applicant must spend 10% of their budget or staff time.

3. IMPROVEMENTS OR EXPANSION OF HOUSING STOCK

Points based on number of units constructed, rehabilitated, or made accessible to low and moderate-income residents.

4. COMPLIANCE WITH HOUSE BILL 295, MODERATE INCOME HOUSING PLAN IMPLEMENTATION

As of July 1, 2004 House Bill 295 requires all cities and counties to have a Moderate Income Housing Plan that addresses the problems associated with the availability of affordable housing in their communities. Those applicants that have prepared and adopted a plan and who are applying for a project that is intended to address some element of that plan will be given additional consideration.

5. TO WHAT EXTENT DOES THE PROJECT MEET ONE OF THE NATIONAL OBJECTIVES?

Refer to the Utah Department of Community and Economic Development 2006 CDBG "Application Procedures and Policies" Ch. 3 National Objectives, Eligible Activities and Individual Federal Compliance Requirements for a complete description of applicable activities.

- **Benefits to Low and Moderate Income Persons (LMI).** Projects are awarded points based on the percentage of very low, low, and moderate-income persons directly benefiting from the project. In order to qualify for this national objective 51% of the beneficiaries have to qualify as LMI. *Refer to Appendix C of the above-mentioned "Application Procedures and Policies" for county income data.
- **Elimination of Slum and/or Blight.** A project is awarded 10 points if it performs activities on a spot basis for those areas designated as slum or blight, OR if the activity is included in the urban renewal plan.
- **Urgent Health, and Welfare Needs.** A project is awarded 10 points if it improved the health and/or safety standards of the community. Federal guidelines require that "...existing conditions pose a serious and immediate threat to the health or welfare of the community where other financial resources are not available to meet such needs".

6. MATCHING DOLLAR CONTRIBUTION

Points are given to applicants that document that they can leverage CDBG funds by providing a cash match to the request for CDBG funding.

7. PROJECT MATURITY/APPLICATION QUALITY

Each application MUST include a specific detailed scope of work (narrative description of project and detailed engineer's cost estimate), explanation of other funding sources, engineering services, and have an assigned project manager. Is the proposed project ready to implement and can it be completed in a timely fashion?

8. QUALITY GROWTH PRINCIPLES

Communities that demonstrate their desire to improve through the use of these programs will be given additional points. Also those communities that participate in the Quality Growth Communities Program will be given additional credit.

9. OVERALL BENEFIT

Points awarded for projects that augment or enhance existing programs or plans. Extra points are allowed for those projects that result in a greater good by spreading a positive impact beyond the border of the specific project area or the community in which they are located and in fact may have countywide or even regional influence.

CDBG Rating and Ranking Policies

I. Funding

Each year Federal Department of Housing and Urban Development (HUD) funds are made available in Davis County through the Small Cities Community Development Block Grant (CDBG) program administered by the Utah Division of Housing and Community Development (HCD) and the Wasatch Front Regional Council (WFRC). These funds have the potential to help implement a wide variety of community development projects in the non-entitlement area of the county, which includes all of Davis County with the exception of Clearfield and Layton. Significant planning, coordination, documentation, and other efforts are necessary in order to participate in the CDBG program.

II. Eligible Applications/Applicants

The Davis County COG accepts and reviews all eligible applications, but places an emphasis on three types of CDBG eligible activities, based on the determined Rating and Ranking Criteria. These activities include supporting the development and expansion of social services and affordable housing throughout the county, revitalizing the existing downtown area to prevent urban blight, stimulate economic development, and improve the quality of life. Other projects that create new low-income jobs, improve community standards, are a part of a comprehensive Master Plan, and are supported by other funding sources have priority as well, and lastly are those projects that involve infrastructure replacement in LMI areas. Each year the Davis County priorities will be re-evaluated to ensure and maintain county needs.

- A. Required Information: Federal and State guidelines for CDBG applications require that various types of information are provided with the applications. While it would be beneficial for applicants to have as much of this information prepared as early as possible, the Davis County COG will not be concerned with seeing that all Federal and State required details for applications be provided. Applicants should be aware, however, that these details will need to be provided to the Utah DCD when the applications are forwarded to that office. The information that will be required by the Davis County COG for CDBG applications is as follows:
1. A completed Utah HCD application form found in the State's CDBG "Application Procedures and Policies".
 2. A determination from WFRC indicating the eligibility of the proposed project.
 3. All projects must meet one HUD National Objective described in the State's CDBG "Application Procedures and Policies".
 4. A summary, no longer than three pages, describing the proposed project including an architect and/or engineer's estimate, if a construction project.
 5. All projects must be included in the Consolidated Plan under the "Capital Investment Plan" for Davis County. The Capital Investment Plan must be formally adopted by fall and submitted to WFRC no later than October 1.
 6. Written documentation/evidence needs to be included in order to receive points for each of the 9 Rating and Ranking Criteria.

B. Application Review Process

- The full COG shall appoint a subcommittee composed of local government leaders (mayors and/or county commissioners) whose jurisdictions do not submit applications for CDBG funding. The subcommittee shall be appointed by the December or January COG meeting. The subcommittee, typically composed of five COG members, will review any applications received and will recommend to the COG which, if any, should be funded based on Rating and Ranking Criteria.
- The subcommittee shall meet in January or February of each year in order to review the applications and determine recommendations to the COG. The Davis County COG staff, and any other staff that the subcommittee members may desire to have participate, shall work with the subcommittee in gathering information, compiling, and assisting as necessary.
- The subcommittee shall review and prioritize all eligible projects based on the **Davis County COG - CDBG Rating and Ranking Criteria** worksheet and policy document. These criteria are intended to help implement the CDBG funding priorities outlined above. The subcommittee may recommend modifications to the Criteria for future funding cycles. Any modifications must be approved by the full COG.
- The subcommittee shall recommend to the full COG by February which applications should be funded and to what extent. After receiving the recommendations from the subcommittee, the full COG will then determine the final allocation of funds.

Applicants

Only Davis County local government bodies may apply. Clearfield City, Layton City, and any other organization determined by HUD to be an entitlement body, may not apply. A local government body may sponsor another organization that meets the HUD eligibility requirements, but only if the proposed project benefits Davis County residents and/or is located within Davis County. As these funds are allocated for the benefit of Davis County residents, the COG may reject outright any petition from a body that does not have a physical presence in Davis County. Those applicants requesting funds for operation costs will be considered at a lesser priority. Only 1 (one) project per municipality will be eligible per funding cycle, exceptions may apply. The following is required by each applicant:

1. Attendance at the How to Apply Workshop by all prospective applicants.
2. Applicants, when asked, will be invited to meet with the Rating and Ranking Committee and staff to make a brief (under 10 minute) presentation of the proposed project. These applicants will need to be prepared to answer questions related to the project i.e. scope of work, status of matching funds, project significance and how it benefits the community. Interviews will take place in February.
3. Each sub-committee member may visit at least two applicant project sites in order to better understand each project. The sub-committee member will randomly choose two projects that are in their geographic area.

III. Allocation

Grant requests shall be limited to \$150,000 dollars per funding cycles, per eligible entity. No grant shall be awarded for less than \$30,000 dollars per funding cycle. Multi-Year projects will be limited to a maximum of a 2-year allocation. No more than 10% of the grant can be designated for administration costs, all administration costs must be broken out from the rest of the project costs when preparing the budget.

IV. Project Report

At the completion of every project, awarded applicants are required to prepare and present a Project Report to the Davis COG. This report will need to include a project summary, before and after pictures, and a quantitative summary of the populations that benefited from the project. **THOSE GRANTEES THAT FAIL TO GIVE A PROJECT REPORT FOLLOWING PROJECT COMPLETION WILL BE DOCKED 15 POINTS IN ALL FUTURE APPLICATIONS UNTIL REPORT IS GIVEN.**

Program Year 2006-2007

